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## **HIST-A 1.2 Professional Involvement Policy**

Status: Draft  
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For: Division

### **Introduction**

A professional staff enables the Division to fulfill our mission: “Preserving and Sharing Utah’s Past for the Present and Future.” In order for the Division to progress into the future, staff members are encouraged to develop and increase knowledge, skills, and abilities. This policy is designed to encourage professionalism and to promote leadership within the Division. Division administration and program coordinators who support staff members with their professional goals sustain loyalty, improve morale, establish credibility for the individual and the organization, and empower staff members to perform their duties with utmost effectiveness. Staff members should incorporate items from this policy into the personal development section of the Department’s performance plan.

### **MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS**

The Division encourages staff members to become involved in professional associations.

Prior written approval by the Department is required for all memberships paid for by the Division. The Division will pay for memberships or professional dues required by statute. Programs will pay for memberships or professional dues included in an employee’s performance plan. Division or programs will determine the need or appropriateness for more than one staff member to belong to an organization and pay for the membership dues as budgets allow. A list of organizational and individual memberships will be maintained by Administration.

Membership in professional organizations should:

- Be related to and help the employee perform his or her job.
- Enhance professional standing of the employee and the Division.
- Provide financial and philosophical benefits to the Division.

All publications received as a result of these memberships are the property of the Division or the program.

## **ROLE IN PROFESSIONAL ORGANIZATIONS**

Staff members may have opportunities to serve on committees and governing bodies of professional organizations and to participate in meetings, conferences, and workshops of the organizations. In the event a staff member will be involved in organizations during work hours or act as a representative of the Division, the staff member shall obtain his or her program coordinator's and Division Director's approval. These assignments will be included in the performance plan.

## **NON-DIVISION PROFESSIONAL ACTIVITIES**

Staff members who engage in non-Division professional activities need to refer to the Department's Disclosure Statement to determine if there is no conflict of interest with the Division. Staff members will ensure such work is done outside of regular work hours or with approved leave.

## **EDUCATIONAL ASSISTANCE**

The Division encourages ongoing education and the completion of undergraduate and advanced degrees by staff members. Staff members pursuing educational goals may request educational financial assistance from their programs. In keeping with DHRM and Department rules, the Division's criteria for educational assistance include:

- The educational program will provide a benefit to the state.
- The assistance will benefit the employee in his or her current job.
- The course work will increase the employee's career ladder potential.
- The employee shall successfully complete the required course work or the educational requirements of a program.
- The employee shall agree to repay any assistance received if the employee resigns from state employment within 12 months of completing educational work.
- The employee shall disclose all sources of funding being received for the educational program. Except for funding that must be repaid by the employee, the amount reimbursed by the State may not include funding received from other sources.
- Educational financial assistance is subject to budget availability.

Staff members seeking educational financial assistance must submit a written request to their program coordinator and Division Director, as well as the Department's Education Assistance Contract, before the course begins. The request should explain the course content, schedule, duration, and cost. If approved the educational activity should be included in the individual's performance plan and covered under a signed Department educational contract.

Program coordinators and employees are encouraged to take advantage of the Department's Career Ladder/Mobility Program for educational assistance.

## **CERTIFIED PUBLIC MANAGEMENT PROGRAM (CPM)**

The Division recognizes the value of the Certified Public Management Program and encourages supervisors, managers and prospective managers to complete the program. First priority will be given to supervisors and managers. Other candidates will be determined after a consultation between the respective program coordinator and the Division Director. Program coordinator and Division Director will consider how participation in CPM will meet the staff member's professional and personal goals.

Another area for consideration will be how the staff member's participation in CPM will meet program and Division long-term and short-term needs. Costs for CPM will be paid out of administration funds allocated to the specific programs for training and professional development and/or the program's discretionary funds.

## **WILLIAM P. MACKINNON AWARD**

William P. MacKinnon has recognized the importance of professional development. In June 1993, MacKinnon, an Honorary Life Member of the Utah State Historical Society, pledged to the Society "an annual \$1,000 cash award to be granted for the 'professional development' of a meritorious employee. . . ." Mr. MacKinnon envisioned that "the award might be used in a variety of ways. For example, one year to support the travel of a staff member to the annual meeting of say the Western History Association or Organization of American Historians, while another occasion it might fund the acquisition of materials or necessary travel of another staff member's scholarly research."

Nominations for the MacKinnon Award need to indicate the nature of the professional development, i.e., meeting, workshop or training and how it will benefit the program/Division. The request should be submitted to the Division Director by June 1<sup>st</sup>. The award will be presented at the annual meeting.

## **COMPUTER DESKTOP AND WORKFORCE ENHANCEMENT TRAINING**

Division administration will seek the most cost-effective, time-effective and efficient sources to provide staff with individual technical skills training and mandatory workforce training. All mandatory workforce enhancement training and non-programmatic computer desktop training shall be paid by Division-wide funds, and requires written pre-authorization by the Division Director.

Staff members are encouraged to select desktop application training from DTS at State Corrections, as these classes only charge a minimal fee for the training manual. DTS at State Corrections offers beginning, intermediate and advanced classes in various software programs. Division administration will notify staff of DTS/Corrections training schedule and class openings.

DHRM maintains training contracts with outside vendors for instructor-led classroom and on-line training, web-based training, and desktop applications offered by state institutions

of higher education. Current training vendors, including class descriptions and state cost, may be obtained by accessing: [www.dhrm.utah.gov/training/instructorLed.jsp](http://www.dhrm.utah.gov/training/instructorLed.jsp)

Staff members are encouraged to consult these resources in order to find training to enhance job performance.